

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS  
BOARD OF DIRECTORS**

**Friday, April 10, 2015 – 1:00 P.M.**

**100 West Keenan Street, Rhineland, Wisconsin**

**Members Present:** Bix, Cushing, Gresser, Hammer, Kortenhof, Krug (1:06), Millan, Platner, Price, Queen, Ritchie, Troyk, Tuckwell

**Members Absent:** Teichmiller (excused); Peterson (Lac du Flambeau represented by Ryan Champaign)

**Call Meeting to Order:** Chair Millan called the meeting to order at 1:02 P.M. Also present were Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Mary Rideout, Director, Oneida County Social Services; Ryan Champaign, Lac du Flambeau Representative, and Dianne Jacobson, Director, Oneida County Department on Aging.

**Public Comment & Introductions:** Introductions were made.

**Approval of the Agenda:** Cushing moved to approve the agenda with sixteen items; Queen seconded. All Ayes. Motion Carried.

**Approval of the Minutes of the March 6, 2015 Board of Directors Meeting:** Hammer moved to approve the minutes of the March 6, 2015 Board of Directors meeting; Troyk seconded. All Ayes. Motion Carried.

**Consent Agenda: Financial Statements – February 2015 & Time Reporting Percentage – February 2015:** Cushing moved to approve the February 2015 Financial Statements and the February 2015 Time Report. Hammer seconded. All Ayes. Motion Carried.

**Regional Managers Report:** 1) Tours of the local ADRC-NW offices were provided to Youth in Transition in Medford and Rhineland. 2) Regional staff met with the Division of Vocational Rehabilitation (DVR) to discuss how the Aging & Disability Resource Center and the DVR can collaborate more effectively. 3) Web site language updates have been made, and pictures have been submitted for upload to the Web site. Needed software has been downloaded to the Administrative Assistant's computer, and training will be provided on how to use this software. 4) The Regional Manager encouraged County Board Members on the ADRC-NW Board to present a resolution supporting ADRCs for approval at

their respective April County Board meetings. 5) Dianne Jacobsen arranged a meeting with State Senator Tiffany and State Representatives Cjaza and Swearinger. It appears that they will be supporting the continuation of ADRCs in Wisconsin. 6) The regional staff has completed the Quality Assurance Project related to increasing referrals from Youth in Transition and will present their project to the Board of Directors at the May meeting. 7) Some additional information needs to be provided to the Office of Resource Center Development in order for the annual report to be complete. 8) The Memorandum of Understanding with the Forest County Potawatomi is now complete.

**Review Board Self Evaluation:** Board Secretary Bix reviewed the Self-Evaluation recently completed by Members of the Board. The main concern was the financial reports. Members felt that they needed more training in how to read the reports as well as some mechanism to ask questions regarding those reports at the Board of Directors meetings. Additional training in reading the reports will be given to Board Members at a future meeting. It was also pointed out that any Board Member can request an explanation of any item in the consent agenda. Members were encouraged to always ask questions if they have concerns.

**Governor's Budget Update:** See Regional Managers Report.

**Confirm Board Training:** Training for Board Members will be held at The Pointe in Minocqua on April 21, 2015 at 9:30 A.M.

**Board Orientation Manuals:** Board Secretary Bix presented the Board Member Orientation Manual. After reviewing the manual, Board Members thanked Bix for all the work she put into the project. She, in turn, wanted Board Members to be aware of the large contribution made by Alyson Wagoner, Administrative Assistant, in typing, printing, and collating materials. She also thanked Board Members Hammer and Tuckwell for their input.

**Letters & Communications:** A pamphlet "Communicating with your Legislator" shows how advocacy is done. Also handed out was a pamphlet "Alive to Life", outlining a May 6, 2015 Oneida County Department on Aging Program.

**Family Care Updates:** January 1, 2017 is the date the Governor has picked when Managed Care Organizations (MCOs) must cover the entire State of Wisconsin.

**Board Member Report - Community Feedback:** Kortenhof, Hammer, and Platner each shared a short reprise of a positive experience that people they know had with the ADRC-NW.

**Future Agenda Items:** Quality Assurance Project presentation; refresher course on financial issues; financial report summary

**Confirm Next Meeting Date, Time & Place:** The next regular meeting of the Aging & Disability Resource Center of the Northwoods Board of Directors will be Friday, May 8, 2015 at 1:00 P.M. It will be in Rhineland.

**Adjournment:** With no further business, Cushing moved to adjourn; Queen seconded. All Ayes. The meeting was adjourned at 2:10 P.M.

**Handouts:** Minutes of the Aging & Disability Resource Center of the Northwoods Board of Directors March 8, 2015 meeting; Final 2014 Revenue/Expense Report; Final 2014 Transaction Activity Report; Close 2014 Line Item Transfers; February 2015 Revenue/Expense Report; February 2015 Transaction Activity Report; 2015 Time Report; 2014-2015 ADRC Federal & State GPR Revenue Report; April Regional Managers Report; ADRC of the Northwoods Dashboard Report 2014-2015; "Communicating with your Legislator"; "Alive to Life".